

## Designing Packages:

1. Open DigaSign and login.
2. Click the Main Menu button, navigate to Designer, then click **New Package**.
3. On the *Welcome to the Design Package Wizard* window, click **Next** to continue.
4. On the *Sender Information* window, enter the information of the person for whom you will be designing the package. If you are designing the package for yourself, leave the Same as User option checked. Click **Next**.
5. On the *Package Information* window, give the package a name, then a password to use when accessing it. Click **Next**.
6. On the *Documents* window, browse for the document(s) on your disk that you wish to add to the package. Click the **Add** button each time you select a document. When ready, click **Next**.
7. On the *Signers* window, enter the information of the people who will be signing the package. Click the green plus button to add signers. When ready, click **Next**.
8. On the *Signature Coordinates* window, navigate through the document and find a page where a signer needs to sign.

Next, click the signer's name in the right-hand pane.

Then, click the signer icon at the top left area of the screen and choose what type of input is required of the signer.



Finally, move the mouse cursor to the location in the document where the signer needs to sign, then left-click. You can drag the signature coordinate until it resides where you want it.

To add a notary signature/seal, click the notary icon and follow the same steps.



Repeat these steps to add more signers and signature coordinates. When ready, click **Next**.

9. On the *Save Options* window, click **Next**.
10. Review the information. You may wish to print, email, or save the review by clicking on the appropriate icon at the top-left corner of the window. Click **Finish**.

## Modifying Packages:

1. Open DigaSign and login.
2. Click the Main Menu button, navigate to Designer, then click **Modify Package**.
3. On the *Modify Package Wizard* window, click **Next**.
4. On the *Package Retrieval* window, enter the key and password of the package, and your name in the Retriever box. Click **Retrieve**.
5. On the *Modification Type* window, check the items that you wish to modify. If the package designer chose to allow modifications to the documents in the Design Package Wizard, you will need the modification keys for the Document items.
6. On the *Email Notifications* window, add the email addresses that are to be notified when the package has been signed. Click **Next**.
7. From the *Modify Package Documents* window, you can add, remove, and replace documents or individual pages.

To add a document to the package, browse for the document you wish to add in the File box. Then select the package folder and click the green plus button to add the document to the package.

To remove a document from a package, expand the package folder, select the document you wish to remove, then click the red minus button.

To add an individual page to a document, select the page you want to add on the left, then expand the package folder and select the document you want to append it to. Finally, click the green plus button.

When ready, click **Next**.

8. From the *Appended / Replaced Document Coordinates* window, add the signature coordinates for the new documents and pages.
9. Review the information. You may wish to print, email, or save the review by clicking on the appropriate icon at the top-left corner of the window. Click **Finish**.